



MIDDLETOWN COMMISSION ON THE ARTS

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CATEGORY 1 REQUIREMENTS *(effective beginning with the January 2014 applications)*

Beyond our standard grant application form, the following requirements are added:

- 1** Applicant organization must be a non-profit entity, 501(c)3, with a minimum 3 year history
- 2** A narrative (2 pages maximum, using no smaller than 10 pt. type and borders of 0.5" all sides) describing why it is that you need municipal funding from the MCA.
A helpful tip: Be objective and focus on why it is important that municipal tax dollars are granted to your organization. *The MCA is here to help and we don't generally bite. Be forthright with your narrative.* Consider how your organization and its works/projects benefit the City of Middletown. Where might Middletown be as a community with or without your presence?
- 3** A detailed organization financial picture, laying out how dollars are both raised and spent. This will be in two parts as follows:
 - Your Federal 990 (-N, -EZ, -PF and, if applicable, 990T form) along with any additional required Schedules, covering the latest completed fiscal year (12 months) that details your income sources and expense recipients
 - A financial narrative (2 pages maximum, using no smaller than 10 pt. type and borders of 0.5" all sides) describing:
 - how you conduct your business (describing short-term and long-term methods) and;
 - your estimation of financial health with, and without, municipal tax dollars from the MCA
- 4** A list of all Board of Directors including their professional affiliations and place of employment
- 5.** Your organization Statement of Purpose (from your bylaws) and, Mission Statement if it is a separate document

And, a final tip: We do not reward or penalize you for number of words, but for the content of those words. Remember to keep it "**clear, concise, and compelling**".